

FULL NAME

Address, Zip code • Contact Number • email address

Career Summary

Analytical and legal professional leveraging. A recent JD training plus 1 year of law office experience as a Junior Associate Attorney. Well-versed in state, federal, and municipal court processes, rules, regulations, and deadlines. Experience in commercial litigation and training in various methodologies. Possess multitasking skills.

PROFESSIONAL EXPERIENCE

NAME OF THE COURT

Designation-Law Clerk Intern,

Duration- 20XX-Present

- Performed various legal research; drafted bench orders, opinions, and memos. Also verified accuracy of all citations.
- Communicated with counsel to confirm deadlines.
- Made use of advanced verbal and written French skills as a court translator.

Education and Credentials

Degree-

Major-

Duration-

University-

Internship at ABC Firm in the year 20XX.

Technical Proficiencies

Microsoft Office package, LexisNexis Concordance, Westlaw, MyCase Legal Practice Management and Photoshop.